



**CITY OF TEMPE, ARIZONA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

**REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL SERVICES**

**DIABLO STADIUM SPORTS COMPLEX
MASTER PLAN**

PROJECT NO. 6303001

CITY COUNCIL MEMBERS

Mayor – Mark W. Mitchell

Corey Woods
David Schapira
Joel Navarro

Kolby Granville
Lauren Kuby
Robin Arredondo-Savage

CITY MANAGER

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CITY ENGINEER

Andy Goh, P.E.

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SECTION I – BACKGROUND

Tempe Diablo Stadium Sports Complex was founded in 1968 and has undergone several renovations since that time including an extensive renovation in 2005. It is one of the most accessible complexes in the Phoenix Metro area.

The complex lies within blocks of Interstate 10 and Highway 60 and is only a 10-minute drive to Sky Harbor International Airport, making it the ideal host for a variety of events, as well as the Spring Training home to Angels Baseball. The total complex size equals approximately 85 acres.

CURRENT COMPLEX AMENITIES

Tempe Diablo Stadium

- 9,600 seat facility, scoreboard and message center
- State-of-the-art press facilities
- Stadium PA system
- One locker room
- Four bullpen mounds
- 16,200 sq/ft open air patio area with shade screen over top
- Shade screen covered picnic area located on the right field concourse Stadium store, perfect for small meetings (5-10 people) or office area for tournaments (400 sq/ft)
- Two climate controlled multi-purpose rooms – great for groups from 5 to 50

Baseball Practice Facility

- Five lighted practice fields (six total)
- Fourteen covered practice mounds
- Sixteen non-covered practice mounds
- Six covered batting tunnels
- Covered seating area with bleachers
- Restroom facilities
- Locker facilities available

Multipurpose Field

- One lighted field
- One youth field without lights
- Restroom facilities available
- Can be used for event parking

East Parking Lot

- 843 space lot with 225,00 sq/ft of unobstructed asphalt
- Electrical access (up to 200 amps)
- Phone access (up to 50 lines)
- Additional 62 space auxiliary lot with privacy fence
- Overnight security lighting
- Over 200,000 cars pass the lot on Interstate 10 every day

This lot is ideal for boat, car, RV and truck sales. It is also a great location for festivals, ride and drives, tented events, corporate party areas and off-site parking areas.

West Parking Lot

- 457 space lot with 45 additional handicapped spaces
- Overnight security lighting

This lot is ideal for event parking as well as additional overflow area for sales and event parking.

Extra Amenities

- On-site concessionaire and caterers for stadium
- Portable show mobile (20'x40')

CURRENT ANNUAL EVENTS

- Spring Training home of the Los Angeles Angels
- AZ Angels Rookie League
- MSBL/MABL World Series, event headquarters and tradeshow site NABA National Tournament, event headquarters and tradeshow site Little League Baseball
- EVIT Completion Ceremony
- Copperstate 1000 car show and rally
- AIA High School Baseball State Tournament Numerous other camps and corporate picnics Boat, car, RV and truck sales
- Outdoor living sales (spas and BBQ sales)
- Ride and drive demonstrations for the automobile industry

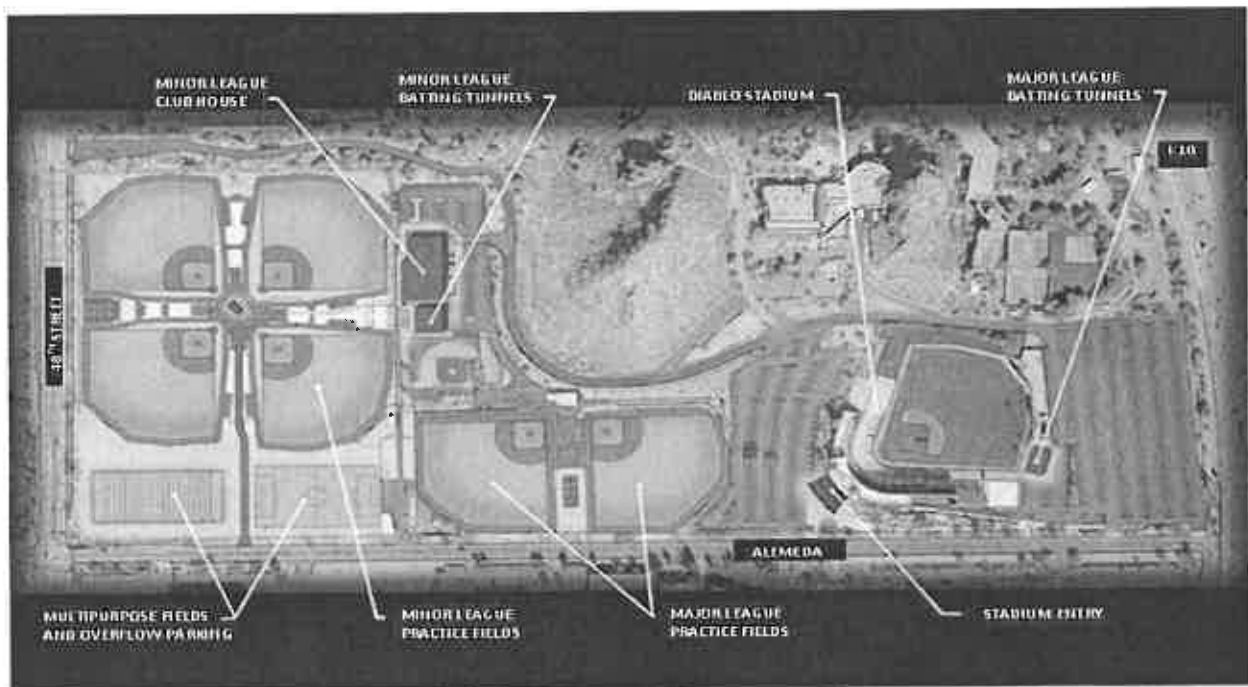


Exhibit of Existing Facility

SECTION II – SCOPE OF WORK

SCOPE

This Master Plan project is collaboration between the Public Works Department and Community Services Departments who manage the City's infrastructure and provide maintenance, and program and manage the complex, respectively. The Master Plan will be part of a three-tiered and phased program for the Tempe Diablo Stadium Sports Complex – planning, design and construction. The Master Plan is in essence a strategic plan which is to provide clear and concise direction for the development of the sports complex over the next 10 – 20 years. The Master Plan is to include a design concept along with a recommended construction phase that shall be programmed to allow prioritization and implementation phasing as it is likely that components of the project will occur over time. The Plan shall also involve an evaluation in order to ensure the long term viability of the sports complex. The anticipated budget for this first phase of planning will be \$50,000 with the potential of expanding into the design phase. The City is seeking highly qualified, responsible and well-organized professionals with strong communication skills for this project. Only firms with relevant experience with Major League baseball complexes will be considered.

The Tempe Diablo Stadium Sports Complex Master Plan should address, but not be limited to, the following information, questions and/or concerns:

- Parking
- Player safety
- Stadium capacity
- Fan experience
- Ingress/egress
- Highest and best use of the Soccer field
- Right field Berm and associated spectator facilities
- Site drainage
- Off-site drainage impacts
- Spring Training
- Minor League training
- Stakeholder engagement
- Need for new buildings/structures
- Locker room
- Angel's clubhouse
- Angel's executive offices
- Concessions and retail
- Connectivity to multi-modal solutions
- Adaptability to solar energy solutions

SECTION III – STATEMENT OF QUALIFICATIONS

The Consultant will be selected through a qualifications-based selection process. Firms interested in providing Professional Services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General Information (5 points)

1. Provide a general description of the firm and/or team that is proposing to provide professional services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

B. Experience and qualifications of the firm/team (20 points)

1. Identify at least three comparable projects which the firm completed within the past five (5) years that involved Major League baseball complexes.

For each comparable project identified, provide the following information using the outline provided:

Section 1 - Description of project, including location.

Section 2 - Role of the firm (Specify whether prime or sub-consultant and identify the percent and type of work self-performed. Special consideration will be given to firms that have acted as the prime consultant on similar successful projects. Also, specify services provided during design, bid and construction phases, as applicable.)

Section 3 - Project's original contracted cost for engineering services and final cost for work completed by your firm. Specify planning, design and/or post-design phase services.

Section 4 - Contract dates (Specifically include contractual completion date vs. actual completion date.)

Section 5 - Project Owner and contact information

Section 6 - Reference information (two names with telephone numbers per project)

2. Identify the location of the firm's principal office and percent of the work expected to be done locally (Phoenix Metro area) on this project.

C. Experience of key personnel to be assigned to this project (30 points)

1. Key Project Team Members. Please describe the availability of key team members and sub-consultants with an explanation of their overall qualifications and experience within the past five (5) years, and their proposed roles on the project.
2. Identify the home office location of key staff on this project, their length of time with the firm and the percent of their work to be done locally.
3. List any proposed sub-consultants, including key staff names and the experience within the past five (5) years and qualifications of these individuals.

D. Understanding of the project and approach to performing the required services (30 points)

1. Discuss the major issues/challenges your team has identified on this project and how you intend to address those issues/challenges.
2. Identify the major components of this Master Plan and how you intend to address those components.
3. Provide a tentative project schedule to complete the project, including no less than three weeks per City review periods.
4. Describe your team's project management approach, coordination, cost controls, work quality, and timeliness on similar types of work.
5. The City is seeking highly qualified professionals for this project. List any special skills or qualifications which are particularly appropriate to this specific project and distinguishes your firm from others.

E. Project References (10 points)

The City desires to receive feedback on past performance of your projects. Email or fax a **copy** of the attached Exhibit A - Project Reference Form (PRF) to at least three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Only the first three (3) received by the date and time that the PRFs are due will be counted toward your team's score for this section. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via email to contractor_support@tempe.gov prior to the date and time listed on the form. If your firm has successfully completed a similar project for the City of Tempe, it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

Zero points will be awarded for projects:

1. If a PRF is received after the date and time specified on the form.
2. If a project submitted is not substantially complete.
3. If the firm was not the primary Consultant for the project submitted.
4. If the person requested to respond was not directly responsible for project oversight.

It is the **responsibility** of the firm submitting the SOQ to ensure that the City receives **all** of the PRFs prior to the deadline.

G. Overall evaluation of the firm/team and its perceived ability to provide the required services (5 points)

This is to be determined by the selection panel members. No submittal response required.

SECTION IV – SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications (SOQ), **which is a maximum length of twelve (12) pages of at least 11 point font to address the SOQ criteria (excluding resumes, but including a cover letter and organizational chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ.**

Please provide **one (1) original and seven (7) copies of the SOQs, total of eight (8), at the time and date listed below in the schedule.**

On the submittal package, please display: firm name, project number, and project title.

Interested teams are invited to respond in writing to:

Andy Goh, P.E.
Deputy Public Works Director/ City Engineer
Public Works Engineering Division
31 E. Fifth Street
Tempe, AZ 85281

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date, time, and place.
- The number of originals and/or copies of the submittal specified.
- Email submittals will not be accepted.

Adherence to the maximum page criterion is critical; each page side (maximum of 8 ½" by 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages. The City reserves the right to accept or reject SOQs that exceed the maximum page limit.

SECTION V – SELECTION PROCESS AND TENTATIVE SCHEDULE

A Selection Committee will evaluate each SOQ according to the above criteria. Upon review of the SOQ's, the City may elect to develop a ***final list*** of three firms based solely on results of the scoring criteria for SOQ's listed.

If needed, the City may select up to three firms for invitation for interview. Based on the results of the scoring criteria for interviews as listed below, a ***final list*** of three firms will be established.

The following tentative schedule has been prepared for this project. ***Firms interested in this project must be available on the interview (if needed) and scope meeting dates.***

Anticipated Schedule

SOQ's and Project References due
Interview(s)
Scope meeting

May 5, 2016 by 4:30 p.m., Arizona time
tentatively the week of June 6, 2016
mid-July 2016

The City will enter into negotiations with the first firm on the ***final list*** and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the committee selected best-qualified firm, the City may then negotiate with the next most qualified firm in sequence until an agreement is reached or a determination is made to reject all firms on the final list.

The City will enter into contract with only one firm pursuant to this RFQ.

SECTION VI – SOQ AND INTERVIEW CRITERIA AND WEIGHTED SCORING

The SOQ weighted scoring (100 points per firm maximum) is only used to determine the firms that will be invited for interviews. The interviews will have a separate weighted scoring (100 points maximum as determined by the Selection Panel), as listed in the following table, that will be utilized to create the final list:

Interview Weighted Scoring	
Criteria	Maximum Points
1. Presentation	
• Understanding of the project	30
• Approach to performing the required services	30
Total Presentation Points	60
2. Questions and Answers related to presentation criteria above	35
3. Overall evaluation of the firm/team and its perceived ability to provide the required services	5
Total Points for Interviews	100

Special emphasis will be placed on the team's experience, understanding of the project and their overall approach to how they will run this Master Plan project. Detailed interview weighted scoring criteria based on the above table will be given to the invited firms with the invitation letter notifying them of the time, date and location of the interviews.

SECTION VII – GENERAL INFORMATION

RFQ/ RFQ Holders list. The RFQ and RFQ Holders List are available on the City's website at: <http://www.tempe.gov/engineering>. Firms who receive a copy of this packet must register as an RFQ holder on the website.

Instructions. The City of Tempe shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

Protest Procedure. The City of Tempe protest procedures are outlined in Section 26A-21, of the Tempe City Code, available at www.tempe.gov/citycode.

City Rights. The City of Tempe reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including, but not limited to, the evaluation panel, the City Manager, Assistant City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

Black Out Provision. No firm, including anyone directly or indirectly on behalf of such firm, shall attempt to influence any part of the process. From the time the RFQ is issued until the City Council makes the contract award (the "Black-Out Period"), firms directly or indirectly through others, are restricted from attempting to influence in any manner the decision making process through, including, but not limited to, the use of paid media; contacting or lobbying the City Council or City Manager or any other City employee; contacting reporters; contacting RFQ evaluators; submitting letters, e-mail messages or other similar forms of communications to the editor of newspapers and other media for publication or ghostwriting or otherwise requesting others to submit such letters, e-mail messages or other similar forms of communication; responding to questions from media or other sources regarding the RFQ or their submittal during the "Black-Out Period" or in any other way which could be construed to influence any part of the decision making process about this RFQ.

Violation of this provision will cause the SOQ of the firm found in violation to be rejected.

Questions. Questions pertaining to this selection process or contract issues should be directed to Wendy Springborn, MBA, Engineering Services Manager and authorized representative, at wendy_springborn@tempe.gov. Please send all queries in writing.

EXHIBIT A

PROJECT REFERENCE FORM (PRF)

Directions: Request three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Provide this form to the Owner, or Owner's representative, **directly responsible** for oversight of the project to complete and submit via email to contractor_support@tempe.gov prior to the date and time listed below. If the form is received after the date and time specified it will not be accepted. If your firm has completed a similar project for the City of Tempe it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

RFQ Due Date and Time: May 5, 2016 by 4:30 p.m., Arizona time

RFQ FOR: Tempe Diablo Sports Complex Master Plan - Professional Services

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT AND DATE COMPLETED: _____

QUESTIONS:

1. Has the above referenced project reached substantial completion? (circle one) Yes No
2. What project delivery method was utilized? (circle one) Design-Bid-Build Design-Build CMAR JOC
3. On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company's performance on the following:
 - a. How would you rate work performed by this firm on your project? _____
 - b. Were the deliverables completed on time? _____
 - c. Were the deliverables completed within budget? _____
 - d. What was the quality of the work performed? _____
 - e. Was staff proactive in solving problems that may have occurred on your project? _____
 - f. What was the extent of staff turnover? (10 = low staff turnover, 1 = high staff turnover) _____
 - g. Would you be willing to contract with this firm again? (10 = Yes, 1 = No) _____

TOTAL POINTS _____

Name of Agency or Firm Submitting Evaluation: _____

Name and Phone Number of Person Submitting Evaluation: _____

Please email to contractor_support@tempe.gov by the time and date shown above.